



OFFICIAL RESPONSES TO VENDOR QUESTIONS RFP-2018-DCYF-06-CENTER

No.	Question	Answer
1.	Pg 8 Sect 3.2.4. Is there a current policy and procedural manual from which training can be based?	There is existing policy on training.
2.	Pg 9 Sect 3.2.12 What percentage of training programs offered by the DCYF training academy need to be revised/adapted by the new vendor?	All training programs need to be revised.
3.	Pg 10 Sect 3.2.21 How many DCYF staff participated in DCYF training academy classes over the past year?	Approximately 200
4.	Pg 10 Sect 3.2.21 What is the current number of DCYF staff currently employed?	767
5.	Pg 10 Sect 3.2.21.1 How many new Juvenile Probation and Parole staff participated in pre-service training in the last year, and what is the current number of Juvenile Probation and Parole (JPP) staff currently employed?	2 new Juvenile Probation and Parole staff last year. Approximately 100 current JPP staff.
6.	Pg 10 Sect 3.2.21.1 A) How many new Sununu Youth Services staff participated in pre-	A) 6



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	<p>service training in the last year?</p> <p>B) What is the current number of Sununu Youth Services Center staff currently employed?</p>	<p>B) Approximately 200</p>
7.	<p>Pg 7 Sect 1.3</p> <p>Contract Period states 1/1/18 to 12/31/19, with extensions up to 4 yrs., but Appendix H lists dates as 7/1/19 to 6/30/20, should we ignore end date in Appendix H?</p>	<p>Please see Addendum #2</p>
8.	<p>Pg 14 Q11 refers to Organizational Effectiveness models, Sect 3.2.9, but that section on page 9 refers to Security of Materials. Should the reference in Q11 be to Sect 3.2.25 on page 13?</p>	<p>Please see Addendum #2</p>
9.	<p>Pg 33 Sect 7.2.2.6 Bidder's References</p> <p>If the Bidder has similar or related existing contracts with DCYF (not the CPE contract), can the Bidder ask DCYF to serve as a reference?</p>	<p>No</p>
10.	<p>Pg 9 Sect 3.2.17 Cycles of training</p> <p>A) How many cycle trainings is vendor responsible for delivering per year?</p> <p>B) How many cycle trainings is vendor responsible for delivering per district office?</p>	<p>See section 3.2.21.4 and 3.2.21.5</p>
11.	<p>Pg 9 Sect 3.1.11</p> <p>A) Is vendor required to provide,</p>	<p>A) Both</p>



No.	Question	Answer
	<p>location, publicity and registration, learning materials and administrative support for all learning sessions or only vendor supported learning sessions?</p> <p>B) Does the vendor provide location or reserve/secure location?</p>	<p>B) Both</p>
12.	<p>Pg 4 Introduction</p> <p>What is CCWIS? Is this replacing Bridges or will it be used in addition to Bridges?</p>	<p>See page 4 section 1.1 - Comprehensive Child Welfare Information System. This will replace Bridges.</p>
13.	<p>Pg 4 In the 2nd to final bullet, who is "all staff associated"? Does this include SYSC, CPS, JJ and others?</p>	<p>All staff refers to all participants in training</p>
14.	<p>Pg 4 Introduction</p> <p>A) Will CPE be responsible for inputting all SYSC training data and tracking Core and other trainings for all SYSC staff going forward?</p> <p>B) Will all "Staff associated," including SYSC staff, be given Bridges and training module accounts so that their training hours can be tracked in the same way as all other DCYF?</p>	<p>See section 3.2.6</p>
15.	<p>Pg 10 Sect 3.2.21.1 Pre-service learning</p> <p>A) Are a birth parent and a youth required at every pre-service training?</p>	<p>A) See section 3.2.19</p>



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	B) CPSW/JPPPO/SYSC Pre-service learning series – are the Core Academy topics to remain the foundation of this learning program?	B) Yes
16.	Pg 10 Supervisory pre-service A) Could this training be an existing supervisory training module outside of New Hampshire? B) How will the vendor be kept informed of staff becoming supervisors to comply with the 6-month timeline?	A) An existing supervisory training module outside of NH can be adapted with section 3.2.21.2. B) The vendor will receive ongoing reports of newly hired staff.
17.	Pg 10 Sect 3.2.19 Attorney pre-service Are a birth parent and a youth required at attorney pre-service?	See section 3.2.19
18.	Pg 11 Sect 3.2.21.4 A) Is this the cycle training or is this in addition to cycle training? B) Where does vendor access staff's annual learning needs assessment information?	A) This is cycle training B) From the vendor's needs assessment (section 3.2.2)
19.	Pg 11 Sect 3.2.21.5 A) What does "advanced planning for staff schedules" suggest in terms of a scope of work? How would the vendor be informed of staff schedules? B) Is the "joint trainings with CASA, AG, Court Improvement – Attorney General's office CUE's for attorneys	A) See section 3.2.21.4 B) No. This is part of section 3.2.21.4



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	<p>to maintain licensure” the same as the pre-training for attorneys in 3.2.21.3 or is this an additional scope of work?</p> <p>C) Are birth parent and a youth to be included in these learning sessions?</p> <p>D) Does this mean that CPE is to provide 60 hours of advanced training annually in addition to the advanced mentoring in 3.2.21.7?</p> <p>E) Is it that the vendor is expected to facilitate 30 hours per set for a minimum of 60 hours which could be 2 sets? Or, is it five 6-hour trainings per set?</p>	<p>C) See section 3.2.19</p> <p>D) Yes</p> <p>E) See section 3.2.21.4 and 3.2.21.5</p>
20.	<p>Pg 11 Sect 3.2.21.</p> <p>A) What is a “series”? If the vendor is expected to provide 4 series, approximately how many hours/days of training would be in each series?</p> <p>B) Are these included in learning sessions/cycles of training or are these different sessions? Are these considered the T1 Art of Mentoring sessions that are already a part of DCYF Core Academy?</p> <p>C) Are a birth parent and a youth required at new employee mentoring?</p> <p>D) Is the Advanced Mentoring series part of the Cycle of Training or in addition to a Cycle of Training?</p>	<p>A) This is dependent upon the Vendor’s assessment of what new employees need from mentors and of what mentors need to support new staff.</p> <p>B) Different sessions. Yes.</p> <p>C) See section 3.2.19</p> <p>D) In addition to a Cycle of Training.</p>



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21.	Is vendor responsible for providing equipment and supplies for learning sessions that are not vendor supported, such as those trainings DCYF sets up with other trainers or organizations?	See section 3.2.23.1
22.	Does the vendor have a required physical location?	See section 3.2.23.2
23.	Pg 13 Sect 3.2.25 A) Are the learning sessions also Cycle of Trainings? B) Are these unique or the same as one of the categories above? C) Are these suggested or required topics?	See section 3.2.25.1 and 3.2.25.2
24.	Pg 8 Sect 3.2.2 A) How often is CPE required to meet with DHHS offices? B) In which specific District Offices is the vendor required to conduct "regular visits"?	This will be determined in the contract phase.
25.	Can the biennial 2-day DCYF conference be with a subcontract, such as UNH continuing education?	Yes



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26.	<p>Pg 16 Sect 3.2.34 Court Improvement Project</p> <p>A) Is the vendor responsible for coordination only?</p> <p>B) Is the vendor responsible for creation of training content only?</p>	See section 3.2.34
27.	<p>Pg 16 Sect 3.2.37 Non-compatible elements with Bridges</p> <p>What elements do you want tracked that are not compatible with Bridges?</p>	This is dependent upon Vendor's proposal.
28.	<p>Pg 17 Sect 3.3.1-Evaluation Requirements</p> <p>Are these expectations for every training, even the 1 to 3 hour long ones? Or just the day long or longer ones?</p>	This is dependent upon the Vendor's proposal that includes research on best practices in this area.
29.	<p>Pg 19 Sect 3.6.1 Ownership</p> <p>A) Curricula developed – could these materials be jointly owned by DCYF and the vendor?</p> <p>B) Curricula storage – could these materials be also stored on UNH secure servers, such as Box?</p> <p>C) Will DCYF develop an MOU for use data collected through these activities for research and presentations?</p>	<p>A and B) See section 3.6.1</p> <p>C) This will be negotiated during the contract phase.</p>



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30.	<p>Pg 22 Sect 4.4.1 Matching of Funds</p> <p>A) Can we please have a copy of the US Dept. of HHS, ACF, Child Welfare Policy Manual, Section 8.1? It is not available online.</p> <p>B) What are guidelines for match on this contract?</p> <p>C) Are there any specific restrictions for match on this contract?</p>	<p>https://www.acf.hhs.gov/cwpm/public_html/programs/cb/laws_policies/laws/cwpm/policy_dsp.jsp?citID=35</p>